

**BY ORDER OF THE COMMANDER
ARNOLD ENGINEERING
DEVELOPMENT COMPLEX (AEDC)**

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX
INSTRUCTION 36-2805**



14 FEBRUARY 2019

Personnel

**QUARTERLY AND ANNUAL
RECOGNITION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes processing procedures and guidance regarding the Arnold Engineering Development Complex (AEDC) recognition program. This instruction defines the policies and procedures for the Department of Defense (DoD) Military, Appropriated Fund (APF), and Non-Appropriated Fund (NAF) Civilian quarterly and annual recognition program which recognizes outstanding military and DoD personnel for superior job performance in an effort to motivate members of the work force and reward excellence.

This instruction covers criteria, eligibilities, and the selection processes for the AEDC General Lee Gossick Team Excellence semi-annual awards, AEDC Technical Achievement quarterly and annual awards, AEDC Exceptional Innovator quarterly and annual awards, and the AEDC Safety Achievement semi-annual and annual awards. All currently assigned AEDC DoD personnel (except O-6s and student hires) are eligible for nomination for the awards mentioned above. This instruction requires the collection and/or maintenance of information protected by the *Privacy Act of 1974*. The authorities to collect and/or maintain the records prescribed in this publication are *Title 5, United States Code (U.S.C.), Section 552a, Records Maintained on Individuals*. (see [Attachment 2](#))

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the *Air Force Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and

questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision incorporates the 704th Test Group into the AEDC awards program. The Exceptional Innovator Award which was not included in the last revision and The William Dunne People's Choice Award was removed from the program. Additional changes include the award categories, nominations procedures, quarterly/annual award incentive policy and the scoring matrix.

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Chapter 1

OVERVIEW

1.1. Each organization, to include geographically separated units, will participate in the AEDC awards program. The program consists of quarterly, semi-annual, and annual awards designed to recognize the superior performance and outstanding achievements of all assigned personnel. Award categories cover a wide range of criteria that allow for recognition of individuals and teams that exhibit outstanding performance in assigned duties as well as significant contributions in areas that may be outside normal assigned duties yet enhance the organization.

1.2. Timeliness of submissions is paramount. The quarterly board results should be finalized by the third Thursday of the month following the nomination quarter (April, July, October, and January). The annual board results should be finalized no later than the third Thursday of January, unless otherwise announced. Award winners in certain categories are automatically forwarded for consideration at the Air Force Test Center (AFTC) level. The AFTC suspense dates are generally outside the control of AEDC. The dates for fourth quarter and annual board results are subject to change due to AFTC call for annual nominations.

1.3. At no time will sensitive, proprietary, or classified information be included in any AEDC award nomination. Ensure that material contained in nomination packages is appropriate to be reviewed by any of the board members or selecting officials.

Chapter 2

RESPONSIBILITIES

2.1. All those participating in the awards program selection process will ensure the confidentiality of the selection results until those results are announced by the AEDC Commander (AEDC/CC) or designee. Individuals involved in the process are expected to utilize lessons learned to help mentor others and strengthen future submissions.

2.2. Commander (AEDC/CC) will:

2.2.1. Promote active involvement at all levels to ensure an effective, viable, and equitable nomination and selection process.

2.2.2. Ensure all award winners are recognized at an appropriate ceremony.

2.2.3. Serve as the selecting official for the AEDC Exceptional Innovator Award.

2.2.4. Determine the amount of time-off or cash award for each level of winner, up to the limits of the governing AFI.

2.3. Vice Director (AEDC/DV) will:

2.3.1. Appoint, in writing, the Chair and Board Members for the Civilian Category I/II/III and Officer Awards Board. Ensure the process is fair with appropriate board representation from geographically separated units.

2.3.2. Ensure the awards process is completed in a timely manner and that all eligible award recipient packages are forwarded for higher level competition consideration.

2.3.3. Serve as the selecting official for the General Lee Gossick Team Excellence Award.

2.3.4. Approve time-off and cash awards up to the limit determined by AEDC/CC.

2.4. AEDC Technical Director (AEDC/CT) will serve as the selecting official for the AEDC Technical Achievement Award.

2.5. Contracting Chief (AFTC/PZ (Arnold)) will provide list of Quarterly/Annual award nominees/winners to AEDC/DP for inclusion in the Quarterly/Annual Award recognition ceremonies.

2.6. Superintendent (AEDC/CCC) will:

2.6.1. Oversee the Enlisted/Honor Guard awards program.

2.6.1.1. Ensure the process is fair with equal board representation from geographically separated units, as appropriate.

2.6.1.2. Ensure eligible Enlisted/Honor Guard award recipient packages are forwarded for higher level competition.

2.6.2. Serve as, or appoint, board president for each SNCO, NCO, and AMN Enlisted Board, if assigned.

2.6.3. Ensure thorough quality force review is accomplished for enlisted personnel and eliminate those submissions with negative quality indicators for military nominations in accordance with (IAW) [paragraph 3.3.6](#) of this instruction.

2.6.4. Notify AEDC Public Affairs (AEDC/PA) of selectees for appropriate action after official selection release.

2.6.5. Collect all civilian and military awards and incentives for presentation to selectees.

2.6.6. Ensure the Quarterly/Annual Award ceremonies are organized to recognize award nominees. Act as the coordinating agent to arrange the Quarterly/Annual Award ceremonies. Solicit and select a military action officer for the Quarterly/Annual Award ceremonies. Provide the military action officer of the event with the current checklist.

2.7. Personnel Division (AEDC/DP) will:

2.7.1. Solicit and receive nomination packages for all awards listed in this instruction. Refer each organization to this instruction for specific guidance on the nomination preparation.

2.7.2. Distribute nomination packages to board chairs and selecting officials.

2.7.3. Facilitate selection boards and instruct board chairs and selecting officials on procedures.

2.7.4. Contact nominees to inform them that they have been nominated and to request their attendance at the awards ceremony. For team nominees, contact the team leader(s) to inform them that their team has been nominated and to request their attendance at the awards ceremony.

2.7.5. Initiate action to notify nominees/winners and to effect any time-off and/or monetary awards for winners.

2.7.6. Provide a list of nominees and winners to the awards ceremony action officer for inclusion in the awards ceremony script. Provide names and write-ups of winners to AEDC/PA.

2.7.7. Arrange for and post photographs with nameplates for all AEDC awards. Photos will be made as soon as possible following formal announcement.

2.7.8. Consolidate any non-AEDC awards given to AEDC or tenant personnel, AFTC/PZ (Arnold) award nominees and, if appropriate, provide to the awards ceremony action officer for possible inclusion in the awards ceremony.

2.7.9. Request and obtain plaques and engraving of APF Civilian, Military, and team awards.

2.7.10. Collect package feedback (included in AEDC Board Member Score Sheet, see [Attachment 3](#)) and forward to division leaders for dissemination to nominee supervisors.

2.8. Public Affairs Chief (AEDC/PA) will:

2.8.1. Feature selectees in the *High Mach* as soon as possible following the official announcement.

2.8.2. Ensure appropriate publicity through applicable and available media, including geographically separated units when appropriate and feasible.

2.9. Safety Office (AEDC/SE) will administer the AEDC Safety Achievement Award program.

2.10. Chief, Services (AEDC/TSD-SV) will:

- 2.10.1. Coordinate the AEDC Non-Appropriated Fund (NAF) Awards program.
- 2.10.2. Request and obtain plaques and engraving of NAF awards through the appropriate sources.

2.11. The Board Chair or designee will:

- 2.11.1. Coordinate with board members regarding board times and location.
- 2.11.2. Schedule, notify board members, and administer selection boards.
- 2.11.3. Distribute scoring criteria to board members provided by the award OPR.
- 2.11.4. Distribute packages for scoring and collect each board member's ranking and compile scores to determine the winner. The board process may be done electronically, but an in-person board meeting is preferred.
- 2.11.5. Verify board scores in conjunction with each board member for deviations in scores and rectify them prior to selection. Oversee, review, and resolve all splits and monitor the recognition board process. Ties are not permitted; the board chair must review any ties and make the final selections. Chair will forward results of scoring to AEDC/DP.

2.12. Award Committee Board Members will:

- 2.12.1. Follow the instructions provided by their respective board chair.
- 2.12.2. Evaluate and score each nomination package on the criteria stated in this instruction and rank the packages (one through the total number of packages evaluated) based on their score with an emphasis placed on overall accomplishments. Scoring will occur via the AEDC Scoresheet and in concert with the numerical point system noted on the scoresheet. Evaluators are strongly encouraged to look at packages from an objective position with an emphasis on overall impacts to the Air Force, wing/base, current duty position, and self or community.

Chapter 3

NOMINATION PROCEDURES

3.1. Who May Submit Nominees:

3.1.1. Each Group Commander/Staff Director/Division Chief will make every effort to nominate the most deserving individual within their organizations.

3.1.2. The following organizations may submit one nominee per category for consideration at the Complex level under the AEDC Quarterly/Annual/Semi-annual Awards Program:

3.1.2.1. The 704th Test Group (704TG)

3.1.2.2. AEDC Test Support Division (TSD)

3.1.2.3. AEDC Test Systems Sustainment Division (TSS)

3.1.2.4. AEDC Test Operations Division (TST)

3.1.2.5. AEDC Staff Directors (up to one each for AEDC/DP/DS/FM/JA/XP)

3.2. Frequency. Awards covered in this instruction are presented on a quarterly, semi-annual or annual basis as specified above. Refer to **Table 3.1.** below for Consideration Periods and submission deadlines for each award period:

Table 3.1. Award Timelines.

Award Timelines (All categories) (Subject to change due to HHQ Suspense)	
Military/Civilian Quarterly/Annual Awards, Innovator Quarterly/Annual Award, Technical Achievement Quarterly/Annual Award	
	Due Electronically to AEDC/DP on date provided below
1st Quarter (January – March)	1 st Workday of April
2nd Quarter (April – June)	1 st Workday of July
3rd Quarter (July – September)	1 st Workday of October
4th Quarter (October – December)	15 th Workday of December
Annual (January – December)	5 th Workday of January
General Gossick Team Excellence Semi-Annual Safety Achievement Semi-Annual/Annual Award	
	Due Electronically to AEDC/ DP on date provided below
January – June	1 st Workday of July
July – December	15 th Workday of December
Annual (January – December)	5 th Workday of January

3.3. Eligibility. Eligibility criteria apply to all individual awards and to all team members of team awards. A single team member who does not meet the eligibility requirements will be removed from the award submission.

3.3.1. Nominees must be assigned to AEDC for a minimum of half the award period.

3.3.2. Nominees will compete in the grade category in which they served the majority of the award period. For example, if a member was a Senior Airman for 46 days or more during the quarter and then promoted to Staff Sergeant, the member would compete in the Airman of the Quarter category. See [Table 3.2](#). Award Categories

Table 3.2. Award Categories.

CATEGORY	RANK/GRADE/PAY CODE	
Airman (Amn) (AD & IMA)	AB - SrA (E-1 to E-4)	
Noncommissioned Officer (NCO) (AD & IMA)	SSgt - TSgt (E-5 to E-6)	
Senior Noncommissioned Officer (SNCO) (AD & IMA)	MSgt - SMSgt (E-7 to E-8)	
Company Grade Officer (CGO) (AD & IMA)	2Lt - Capt (O-1 to O-3)	
CATEGORY (cont)	RANK/GRADE/PAY CODE (cont)	
Field Grade Officer (FGO) (AD & IMA)	Maj - Lt Col (O-4 to O-5)	
Civilian Cat I	DU 01-03	NJ 01-02
	DX 01-02	NK 01-02
	GG 01-08	NL 01-15
	GS 01-08	WG 01-09
	NA 01-15	WL 01-07
	NF 01-02	WS 01-05
	NH 01	
Civilian Cat II	DO 01-02	NF 03-04
	DR 01-02	NH 02 NH 03 Tier 1
	DU 04	NJ 03-04 NK-03
	DX 03-04	WG 10-14
	GG 09-12	WL 08-14
	GS 09-12	WS 06-114
Civilian III	DO 02-03	
	DR 02-03	
	GG 13-14	
	GS 13-14	
	NF 05	
	NH 03 (Tier 2)	
	NH 04 (Tier 1 and 2)	
WG, WL, WS - 15		

3.3.3. For enlisted nominees, nominees must possess an Air Force Specialty (AFS) skill level that is compatible with their grade level, unless in a retraining or upgrade status.

3.3.4. Nominees must have performed all assigned duties in an outstanding manner. The nomination should focus on the actions and achievements accomplished during the award period. While activities related to the accomplishments may have started before and continue beyond the award period, the majority of the individual or team accomplishments and/or impact should have occurred during the award period. Future impacts will be considered if the nomination can make a reasonable case that the actions and accomplishments during the award period are likely to result in the future impact.

3.3.5. Contractors are not permitted to participate in Air Force awards programs and will not be recognized at an Air Force awards ceremony.

3.3.6. The following conditions will render an individual (or, if part of a team award) ineligible for any award:

3.3.6.1. Student hires are not eligible to compete in either the quarterly or annual individual awards. They are to be recognized in other ways, e.g., notable achievement awards, time-off awards, or letters of appreciation. They may, however, be included in team awards if they made a significant contribution to the team for that period and meet all other eligibility requirements.

3.3.6.2. Anyone who has not completed required training commensurate with grade/position within appropriate timelines, which include, but not limited to CCAF, Course 14/15, required job certifications (e.g. Acquisition Professional Development Program (APDP) certification, Continuous Learning Points (CLPs), Air Force Supervisory Training, etc.).

3.3.6.3. Personnel who have reported negative quality force indicators during any portion of the award period are ineligible. For military personnel, negative quality force indicators include, but are not limited to, an Unfavorable Information File (UIF), court martial conviction, or scores of less than 75.0 on the fitness assessment during the award period. For civilian personnel, negative quality force indicators include admonishments, reprimands, and individuals with documented performance or contribution improvement plans.

3.4. Nomination Procedures. Complete each nomination using the below criteria.

3.4.1. All nominators must ensure a thorough quality force review and eliminate those submissions with negative quality indicators for nominations.

3.4.2. All nominations (except for the AEDC Honor Guard/Safety Award) must be submitted on the most current PDF version of the AF Form 1206, using bullet format with single-spaced lines. The nomination must focus on significant events that occurred during the award period. The maximum number of lines on the AF Form 1206 are identified in the section for each award. Criteria headings must be identical to the criteria as delineated and do not count toward the maximum number of lines identified for the specific award. Acronyms will be in alphabetical order and will be limited to the space available on the first page of the AF Form 1206 for all submissions. For annual awards that compete outside AEDC, uncommon acronyms are not allowed. Submit to AEDC/DP through the nominee's group

commander/staff director/division chief. Supervisors, as well as co-workers may nominate individuals; however, all nominations must be routed through the chain of command to the nominee's respective group commander/staff directors/division chiefs. The group commander/staff director/division chiefs will review and provide an endorsement before electronically submitting the nomination to AEDC/DP.

3.4.3. For team nominations, team members must be included on the second page of AF Form 1206 with team leaders clearly identified. Identify the team name in the "Rank/Name of Nominee" field on the form. Place the following statement in the "DAFSC/Duty Title" field: "See Page 2 for a list of team leaders/members." Teams can be a combination of military or civilian personnel. Team nominations will not include contractor personnel.

3.4.4. The Honor Guard Members of the Quarter/Year are managed by the AEDC Honor Guard. Provide write-ups of winners to the senior enlisted member for script and award ordering purposes.

3.4.5. Quarterly or semi-annual award winners will not be automatically considered for the AEDC annual awards. Supervisors and nominators must update the nomination packages of the previous quarterly winners to be considered for the annual awards.

3.4.6. The AEDC military and civilian annual winners will automatically be submitted for further competition. Nominations for the AFTC annual awards must comply with the AFTC call for nominations.

3.5. Recognition. Each quarterly/annual award winner:

3.5.1. Will be recognized at the Quarterly/Annual Awards Ceremony.

3.5.2. Will be recognized in the *High Mach*.

3.5.3. Will receive a plaque pending resources.

3.5.4. May receive, pending available resources, monetary awards (cash or time-off) up to the limits listed in AFI36-1004, *The Air Force Civilian Recognition Program*, and AFI36-3003, *Military Leave Program*, and Table 3.3.

Table 3.3. Quarterly/Annual Award Incentive Policy.

LEVEL	QUARTERLY MILITARY (Note: 5,6)	QUARTERLY CIVILIAN (Note: 2,4,6)	ANNUAL MILITARY (Note: 1,3,5,6)	ANNUAL CIVILIAN (Note: 1,2,3,4,6)
Wing	3 Day Pass	3 Day TOA or \$450	4 Day Pass	4 Day TOA or \$600
AFTC			5 Day Pass	5 Day TOA or \$750
AFMC			6 Day Pass	6 Day TOA or \$900

NOTES:

1. Incentives do not apply to Functional Awards or other recognition programs – refer to those programs accordingly.
2. The standard Time-Off Award (TOA) day is defined as 8 hours for full-time civilian employees. The organization’s Human Resource (HR) Liaison/Unit Program Coordinator, in conjunction with the awards POC, will ensure a Request for Personnel Action (RPA) is completed for each civilian award recipient.
3. Annual award recipients will receive a TOA or monetary award for only the highest terminal level achieved in that period (Example: AFMC winner will receive a 6-day pass not a 4-day, 5-day and 6-day pass totaling 15 days).
4. All monetary award options listed in this table are subject to fund availability.
5. Military passes must be coordinated and approved by immediate supervisor and must be taken in accordance with AFI 36-3003, *Military Leave Program*.
6. These incentives only apply to AEDC personnel.

Chapter 4

BOARD SELECTION

4.1. The Civilian Award selection board will consist of at least five individuals: one chair and a minimum of four voting board members. AEDC/TST, AEDC/TSD, and 704TG will each nominate two individuals to serve on the board. AEDC/TSS, AFTC/PZ (Arnold), and each AEDC Staff Directorate may each nominate one individual to serve on the civilian award selection board.

4.1.1. The board Chair will select at least four of the individuals identified in [paragraph 4.1](#) to serve on the board each quarter as well as on the Annual Award Selection Board. 704TG and AEDC/TST shall always have at least one member on the board (not including the board president).

4.2. The Enlisted/Officer Military selection boards will consist of five individuals: one president and a minimum of four board members. Exception: Senior Non-Commissioned (SNCO) Board consists of the AEDC/CCC and the 704TG Superintendent.

4.2.1. AEDC/TST, AEDC/TSD, AEDC/TSS, and 704TG will each nominate at least one individual to serve on the board.

4.2.2. The AEDC/CCC or designee will select a board chairperson/members from the nominees for the enlisted awards board.

4.2.3. Each AF Form 1206 will be reviewed by the Board President Chair and all board members. Once reviewed, they will be assigned a point value of six through ten on the Board Member Score Sheet in 0.5 increments (see [Attachment 3](#)).

4.3. In addition to scoring, board members will provide feedback on all AF Form 1206s scored in the designated section of the Board Member Score Sheet (see Attachment 3). Feedback is mandatory.

4.3.1. The Board President Chair will be responsible for collecting and consolidating feedback for submission to AEDC/DP (see [Attachment 4](#)).

Chapter 5

MILITARY AND CIVILIAN QUARTERLY AND ANNUAL AWARDS

5.1. Military Officer and Civilian APF/NAF Category I, II, and III Requirements. AEDC NAF civilians compete separately from APF civilians for local Quarterly and Annual awards. Civilian Non-Appropriated Fund (NAF) Awards consist of two award categories: Category I - Crafts and Trades and Category II - Pay Band. The categories are comprised of groupings of like-jobs or positions. AEDC will include NAF civilians for competition at AFTC annual calls within the APF/NAF Category I, II, and III.

5.1.1. Military (Officer) and Civilian (Category I, II, and III) and NAF quarterly nominations are limited to a total of nine lines distributed amongst the three headings: Leadership and Duty Performance (five lines), Significant Self-Improvement (two lines), and Base or Community Involvement (two lines).

5.1.1.1. Leadership and Duty Performance in Primary Duties: The member's leadership and job performance in his/her primary duty, including the development of new techniques must have contributed significantly to increase mission effectiveness during period of award.

5.1.1.2. Significant Self-Improvement: The member must have shown this improvement through off-duty education, achievements in professional or cultural societies or associations, development of creative abilities, etc., during the period of award.

5.1.1.3. Base or Community Involvement: The member must have contributed, either tangibly or intangibly, to the military or civilian community's welfare, morale, or status during period of award.

5.2. Civilian (Category I, II, and III) and NAF Annual nominations are limited to a total of 18 lines to include the two headings. Leadership and Job Performance in Primary Duty (13 lines) and Whole Airman Concept (5 lines). The nomination must be written in bullet statement format and must focus on significant events that occurred during the award period. AEDC Quarterly winners are not automatically considered for AEDC Annual nominations; a fresh nomination package must be submitted.

5.3. Military (Officer) Annual nominations are limited to a total of 18 lines to include the two headings. Leadership and Job Performance In Primary Duty (13 lines) (80 % Primary Duty) and Innovation In Job Performance (5 lines) (20% Innovation). The nomination must be written in bullet statement format and must focus on significant events that occurred during the award period. AEDC Quarterly winners are not automatically considered for AEDC Annual nominations; a fresh nomination package must be submitted.

5.3.1. Leadership and Job Performance in Primary Duty (officer, enlisted, and civilian header) – (13 total lines w/header). Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impact the unit, Command and or mission. Include results of Air Force and MAJCOM inspections/evaluations, awards received (i.e., CGO of the Qtr, Outstanding Civilian of the Year etc.).

5.3.2. Whole Airman Concept (enlisted and civilian header) – (5 total lines w/header). Show how the member developed or improved skills related to primary duties (e.g. formal training, career development, course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, etc.). Include any relevant or activity that significantly enhanced the member's value as a unit member.

5.3.3. Innovation In Job Performance (Officer only header) - (5 total lines w/header). Demonstrate how the member showed creativity in developing a new product, process or service to meet new/current mission requirements or customer needs. The innovation directly resulted in tangible mission impact such as cost savings/avoidance, improved readiness or mission effectiveness, and/or reduced workload, as examples. It is related to, but not the same as, invention. Limited to four lines and can be bullets or narrative.

5.4. Military (Airman/NCO) Quarterly and Annual Requirements.

5.4.1. Airman (Airman through Senior Airman) and NCO quarterly nominations are limited to a total of nine lines of accomplishments plus the three headings: Job Performance in Primary Duty (five lines), Leadership and Followership (two lines), and Whole Airman Concept (two lines). Airman (Airman through Senior Airman) and NCO Annual nominations are limited to a total of 18 lines to include the two headings: Leadership and Job Performance In Primary Duty (13 lines) (80 % Primary Duty) and Whole Airman Concept (5 lines) (20% Whole Airman Concept).

5.4.1.1. Job Performance in Primary Duty: Describe significant accomplishments and how well the member performed assigned duties to include primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received during the timeframe; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

5.4.1.2. Leadership and Followership: Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards.

5.4.1.3. Whole Airman Concept: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that

significantly enhanced the member's value as a military citizen. (20% Whole Airman Concept)

5.5. Military SNCO Quarterly and Annual Requirements.

5.5.1. Quarterly SNCO nominations are limited to a total of nine lines of accomplishments plus the three headings: Job Performance in Primary Duty (five lines), Leadership and Followership (two lines), and Whole Airman Concept (two lines). SNCO Annual nominations are limited to a total of 18 lines to include the two headings: Leadership and Job Performance In Primary Duty (13 lines) (80% Primary Duty) and Whole Airman Concept (5 lines) (20% Whole Airman Concept).

5.5.1.1. Leadership and Job Performance in Primary Duty: Describe significant accomplishments and how well the member performed assigned duties to include primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth.

5.5.1.2. Leadership and Followership: Define significant leadership and followership efforts outside the scope of primary duties in the unit or workplace. Describe efforts to train others, and the impact of the member's actions to create a caring, respectful and dignified environment. Include resource utilization efforts including time management, equipment, manpower and budget. Include actions to enforce or raise personal and professional standards, including fitness, dress and appearance, customs and courtesies and professional conduct standards.

5.5.1.3. Whole Airman Concept: Define the scope and impact of the member's effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.

Chapter 6

AEDC EXCEPTIONAL INNOVATOR AWARD

6.1. Description. This award recognizes an individual or team who has enhanced mission capability, improved operational performance, and achieved sustained results during the period of the award. This can be any process improvement, program development, or procedural change that either reduces cost, workforce hours, resources, or significantly enhances the capabilities for the Air Force or AEDC.

6.2. Criteria. Nominees are recognized for their significant contributions to the overall effectiveness and mission of the unit and/or AEDC. Quarterly nominations are limited to a total of seven lines per criteria, while annual nominations are limited to nine lines per criteria. The selecting official is not required to weigh the criteria but may evaluate the nomination holistically. The nomination must address the following four selection criteria:

6.2.1. Description of the Innovation: The nomination must clearly describe the innovation, including what is new or different from the previous method, process, or program. Emphasis should be placed on how the individual or team conceived, developed, and implemented the innovation. Ideas that have not yet been implemented will not be considered.

6.2.2. Impact on Mission: The nomination must show how the individual or team impacted the mission through exceptional improvement effort results, impact of results, and include highest level of applicability. (Base, MAJCOM, Air Force, or higher.)

6.2.3. Tangible Savings: The nomination must show how the individual or team innovation saved money, time, or increased the productivity or efficiency of the AEDC. In cases where exact determination of savings or improvement is not possible, reasonable estimations will be accepted.

6.2.4. Intangible Benefits: The nomination must show how the individual or team innovation impacted operations & procedures, health & safety, or welfare & morale of the unit.

Chapter 7

GENERAL LEE GOSSICK TEAM EXCELLENCE AWARD

7.1. Description. This award recognizes the team that embodies the Air Force core value of “Excellence in All We Do.” Through functioning as a high-performance team, nominees for this award must have demonstrated significant contributions to one or more of the AEDC mission functions.

7.2. Criteria. Nominees are recognized for their significant contributions to the overall effectiveness and mission of the unit and/or AEDC. Semi-annual nominations are limited to a total of 24 lines (6 lines per each criteria listed). This award will not be included in the annual call. All criteria will be weighted equally by the selecting official. Nominations will include the following four areas:

7.2.1. Initiative: The nomination must show how the team exceeded the normal call of duty through exceptional persistence, use of resources, and/or sacrifice.

7.2.2. Cooperation: The nomination must show how the team fostered participation of all members, communicated effectively, and worked together cohesively as a high-performing group to successfully accomplish its task.

7.2.3. Contribution and Impact: The nomination must show how the team's efforts truly made a difference. Possible areas of impact include, but are not limited to, internal customers, external customers, products, processes, or the AEDC mission.

7.2.4. Customer Focus: The nomination must show how the team met or exceeded customer or mission expectations.

Chapter 8

AEDC SAFETY ACHIEVEMENT AWARD

8.1. Description. The AEDC Safety Achievement Award recognizes individuals or teams for exceptional, proactive safety behavior and identifies those employees who take immediate action to control a hazardous condition which could cause injury, tirelessly promote safety in their work environment, are recognized by peers as a safety role model, and develop new processes to reduce hazardous conditions or lower the risk of a mishap in an operation or task. Award selection criteria shall include, but is not limited to, a significant contribution to safety, a safety record review, supervisor's comments, and mission impact. All nominations will be submitted using the format shown in [Attachment 5](#). The AEDC Safety Award is presented on a semi-annual basis. Annual winners are selected from the semi-annual winners. All military, DoD civilian, and NAF personnel assigned to AEDC are eligible to be nominated and may be submitted by any AEDC employee with 2-Ltr endorsement.

Chapter 9

AEDC TECHNICAL ACHIEVEMENT AWARD

9.1. Description. This award recognizes an individual or team for significant scientific and/or engineering technical accomplishment directly related to the mission of AEDC.

9.2. Criteria. Nominees are recognized for their significant technical contributions to the overall effectiveness and mission of the unit and/or AEDC. Quarterly nominations are limited to a total of 24 lines (12 lines per criteria listed). Annual nominations are limited to a total of 36 lines (18 lines per criteria listed). Nominations must address the following areas of interest:

9.2.1. Originality, Creativity, and Innovation: The nomination must demonstrate how the work is truly technically original, exceptional and a key contributor to advancing the state of the art in its field. Nominations that do not reflect technical work performed by the nominees will be returned without action.

9.2.2. Impact and Contribution: The nomination must demonstrate how the technical work impacts the testing and/or scientific/engineering community, especially as it pertains to the mission of AEDC.

SCOTT A. CAIN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 Dec 2009

AFI 36-1004, AFMC Sup 1, *Managing the Civilian Recognition Program*

AFI 36-2805, *Special Trophies and Awards*, 14 Mar 2013

AFPD 36-10, *Civilian Performance and Recognition*, 31 Oct 2000

AFPD 36-28, *Awards and Decorations Programs*, 9 May 2014

Title 5 United States Code (U.S.C.), Section 552a, Records Maintained on Individuals

Adopted Forms

AF1206, *Nomination for Award (PA)*

AF1768, *Staff Summary Sheet*

SF50, *Notification of Personnel Action*

AF847, *Recommendation for Change of Publication*

Abbreviations And Acronyms

AEDC—Arnold Engineering Development Complex

AEDCI—Arnold Engineering Development Complex Instruction

AEDCOI—Arnold Engineering Development Complex Operating Instruction

AEDC/CC—AEDC Commander

AEDC/CCC—AEDC Superintendent

AEDC/CT—AEDC Chief Technologist

AEDC/DP—AEDC Personnel

AEDC/DPC—AEDC Civilian Personnel

AEDC/DPM—AEDC Military Personnel

AEDC/DPR—AEDC Workforce Resources

AEDC/DV—AEDC Executive Director

AEDC/DS—Director of Staff

AEDC/FM—Financial Management and Comptroller

AEDC/FMA—AEDC Financial Analysis

AEDC/PA—AEDC Public Affairs

AEDC/SE—AEDC Safety

AEDC STAFF DIRECTORS—(consist of up to one each: AEDC/DP/DS/FM/JA/XP)

AEDC/TSS—Test Systems Sustainment

AEDC/TSD—Test Support Division

AEDC/TSD-SV—Test Support/Services

AEDC/TSD-SVH—Test Support/Human Resources

AEDC/TST—Test Operations Division

AEDC/XP—Plans and Programs

AF—Air Force

AF 2—Ltr- Air Force Two-Letter

AFMC—Air Force Material Command

AFS—Air Force Specialty

AFSA—Air Force Sergeants Association

AFTC—Air Force Test Center

AFTC/PZ (Arnold)—Contracting Execution

ALC—Arnold Lakeside Center

AMN—Airman

APDP—Acquisition Professional Development Program

APF—Appropriated Fund

Arnold AFB—Arnold Air Force Base

CGO—Company Grade Officer

CLPS—Continuous Learning Points

DAFSC—Duty Air Force Specialty Code

DoD—Department of Defense

DV—Distinguished Visitor

IAW—In Accordance With

JFC—Junior Force Council

HR—Human Resources

MAJCOM—Major Command

MIA—Missing in Action

NAF—Non-Appropriated Fund

NCO—Noncommissioned Officer

OPR—Office of Primary Responsibility

POC—Point of Contact

POW—Prisoner of War

RDS—Records Disposition Schedule

RPA—Request for Personnel Action

SNCO—Senior Noncommissioned Officer

TOA—Time off Award

UIF—Unfavorable Information File

U.S.C.—United States Code

704TG—704th Test Group

Attachment 2
RECORDS MANAGEMENT

Table A2.1. Records Management.

Required Quality Record	Custodian	Location of the Record
AF Form 1206, <i>Nomination for Award (PA)</i>	AEDC/DPC, DPM, DPR	Electronic Files
Selection Letter of Endorsement	AEDC/DPC	Electronic Files
SF Form 50, <i>Notification of Personnel Action</i>	Air Force Personnel Center (for DoD APF only)	Randolph AFB TX

Attachment 3

AEDC BOARD MEMBER SCORESHEET

Figure A3.1. AEDC Board Member Scoresheet.

AEDC Board Member Scoresheet			
Board Member Name: _____ _____ Quarter/Annual Nomination Evaluation			
Name of Nominee: Organization:	Category	Total Score	Rank Order
<u>6-10 Score Scale</u> 10.0 ABSOLUTELY SUPERIOR 9.5 OUTSTANDING PACKAGE 9.0 FEW COULD BE BETTER 8.5 STRONG PACKAGE/BOARD 8.0 SLIGHTLY BELOW AVERAGE 7.5 AVERAGE 7.0 SLIGHTLY BELOW AVERAGE 6.5 WELL BELOW AVERAGE 6.0 LOWEST IN POTENTIAL			
AF Form 1206 Feedback			
Use this section to provide board member feedback. Feedback should be specific and focus on: <ol style="list-style-type: none"> 1. What was done well in the package? 2. Identify areas for improvement (i.e. Action/impact, vagueness or not quantified). 			

Attachment 4

AEDC BOARD PRESIDENT SCORESHEET

Figure A4.1. AEDC Board President Scoresheet.

AEDC Board President Scoresheet							
Board President: _____							
_____ Quarter/Annual							
Nomination Evaluation							
Name of Nominee: Organization: Category:	Board Member 1	Board Member 2	Board Member 3	Board Member 4	Board Member 5	Total Score	Rank Order
6-10 Score Scale							
10.0 ABSOLUTELY SUPERIOR							
9.5 OUTSTANDING PACKAGE							
9.0 FEW COULD BE BETTER							
8.5 STRONG PACKAGE/BOARD							
8.0 SLIGHTLY BELOW AVERAGE							
7.5 AVERAGE							
7.0 SLIGHTLY BELOW AVERAGE							
6.5 WELL BELOW AVERAGE							
6.0 LOWEST IN POTENTIAL							

Attachment 5

AEDC SAFETY ACHIEVEMENT AWARD REQUIRED FORMAT

Figure A5.1. AEDC Safety Achievement Award Required Format.

<p>Name (Individual or Team): _____ Telephone Extension: _____ (If team, please provide names of individual team members and organization. Please specify team leader.)</p> <p>Organization: _____</p> <p>Duty Title: _____</p> <p>Proposed Citation: The AEDC Safety Achievement Award is presented to (individual or team name) for. . .(Not more than 25 words.)</p> <p>The criteria below are used in the selection process. Nominations should address each of these categories.</p> <p>Exceptional, proactive safety behavior:</p> <p>Actions taken to control hazardous condition which could cause injury:</p> <p>Promotes safety in the work environment, safety role model:</p> <p>Developed new processes to reduce hazardous conditions or lower the risk of a mishap in an operation or task:</p> <p>NOTE: Award selection criteria shall include, but is not limited to, a safety record review, supervisor's comments, and mission impact.</p> <p>References Documenting Achievement (optional):</p> <p>Nominated by: _____ Ext: _____ Date: _____</p> <p>Title: _____</p> <p>Organization: _____</p> <p>Endorsed By: _____ Date: _____</p> <p>NOTE: If award submission is for a team, list the name of the leader, telephone, and organization first, then add all other team members, telephone, and organization.</p>
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